



# CITY OF HOUSTON

Human Resources  
Department

**Bill White**

Mayor

Candy Clarke Aldridge  
Acting Human Resources Director  
Department  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 713.837.9300  
F. 713.837.9486  
[www.cityofhouston.gov](http://www.cityofhouston.gov)

August 31, 2006

To All Interested Parties:

The Human Resources Department of the City of Houston is inviting temporary agencies with local offices to submit proposals to provide temporary employee services to the City of Houston. Attached, you will find a copy of the Request For Proposal (RFP) for your review and consideration.

If you are interested in providing temporary employee services to the City of Houston, please review and comply with the terms, conditions and instructions set forth in the attached RFP.

The RFP contains the following sections:

- ❖ Introduction
- ❖ General Instructions
- ❖ Proposal Outline and Content
- ❖ Scope of Services
- ❖ Contractual Terms, Conditions, Exceptions and Limitations
- ❖ Evaluation of Proposal
- ❖ Exhibits

**The deadline for submitting a proposal is 11:00 a.m. (CST) Friday, September 22, 2006. No proposals will be accepted after that time and date.**

Included is an **Agency's Transmittal Checklist, which must be completed and returned** with your proposal.

Thank you, in advance, for your interest in submitting a proposal.

Sincerely,

Candy Clarke Aldridge  
Acting Human Resources Director

RC:CS:cag

Council Members: Toni Lawrence Jarvis Johnson Anne Clutterbuck Ada Edwards Addie Wiseman M.J. Khan, P.E. Pam Holm Adrian Garcia  
Carol Alvarado Peter Brown Sue Lovell Shelley Sekula-Gibbs, M.D. Ronald C. Green Michael Berry Controller: Annise D. Parker